

Computer Tutorial: Attendance Reporting

Purpose: To demonstrate to faculty how to report attendance.

1. First, from the "WebAdvisor" home page, select "LOG IN."

| INDIAN HIL | LEGE | LOG IN MAIN MENU CONTACT US |
|--|-----------|---|
| Welcome Guest! WebAdvisor gives students and staff secured access to our database. NOTICE: If you have trouble logging in, try your seven digit ID number + "Az" as your password. An example is 0f23468Az. You can find your student number by using the " <u>What's my User ID?</u> " link under "Log In Help". Log in or select from the menu on the right. Log in Help Apply to Indian Hills Indian Hills Home Registration Instructions | main menu | Continuing Education Prospective Students Students Facuity |
| | | LOG IN MAIN MENU CONTACT US WebAdvisor POWERED BY ellucians |

2. Next, enter your "User ID" and "Password," in the spaces provided. Then, click "Submit."

| | | | | | LOG IN | MAIN MENU | CONTACT US |
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| | | | | | | | Welcome Guest! |
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| | | | | | LOG IN | | CONTACT US dvisor 3.1 RED BY ellucians |

| | | Continuing Education | |
|--|---|----------------------|--|
| Nelcome Jordan! | | Prospective Students | |
| WebAdvisor gives students and staff secured accounts our database. | | Students | |
| NOTICE: If you have trouble logging in, try your seven digit ID number + "Az" as your password. An example is 0123456Az. | E | Faculty | |
| You can find your student number by using the " <u>What's my User ID?</u> " link under "Log In Help". | | Employees | |
| Log in or select from the menu on the right. | | | |
| Log In Help Apply to Indian Hills | | | |
| Indian Hills Home | | | |
| Registration Instructions | | | |

3. From your "WebAdvisor" main menu, select "Faculty."

4. Under "Faculty Information," choose "Attendance."

| H | INDIANH COMMUNITY CO | the second s | Change Password | Log Оит |
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| F | ACULTY - WEBADVISOR FOR F | aculty Menu | | - |
| | | | | |
| | Advisees Attendance | information | | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~ |
| | Grading Search for Sections My Class Schedule | | Not a sta | |
| | | | CHANGE PASSWORD | Log Out |

5. A list of your courses will open in a new window or tab. Select the title of the course for which you would like to record attendance.

Note: If a list of your courses does *not* open, click "Indian Hills Community College" in the upper-left corner of any "Self Service" page. Then, from the "Self-Service" home page, select "Faculty."

6. On the "Section Details" page, select "Attendance."

| O MAT*040*G01 Basic Mathematics 08/28/17 11/15/17 WWW WWW | FACULTY | | | | | | |
|---|---------|------------------------|------------|----------|------|------|-------|
| Choose One Class Name and Title Start Date End Date Bldg Room Mat O MAT*040*G01 Basic Mathematics 08/28/17 11/15/17 WWW WWW | | | | | Grad | ling | |
| MAT*040*G01 Basic Mathematics 08/28/17 11/15/17 WWW | | | | | | | |
| | - | | | End Date | Bldg | Room | Meeti |
| MAT*762*02 Technical Math for Industry 08/28/17 11/15/17 ATCM 119B 05 | - | e Class Name and Title | Start Date | | | | Meeti |

7. In the "Select Date" drop-down menu, choose the date of the class for which you want to record attendance.

8. The "Intermediate Grading" page will open. Go to column "Gr 6" and enter "AT" (attended) for each student who has attended at least one class session in your course. Enter "NS" (no-show) for those students who have *never* attended class. Students must be present in class to be counted as attending. Phone calls or emails promising to attend will *not* exempt the student from being marked as a "No Show." For each student, you must enter either "AT" or "NS" into column "Gr 6" of the form.

Important: Be sure that you enter this information into column **"Gr 6."** Do <u>not</u> enter information into *any* other columns, including the "Last Date of Attendance" column.

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| ACULTY | | | | | | | | | |
| | | | | | | Inte | rmedia | ate Gra | din |
| Location | Technical M Ottumwa C Fall Term 1 | Math for ampus | Industry | | | | | | |
| Student | ID | Stat | Gr 1 | Gr 2 | Gr 3 | Gr 4 | Gr 5 | Gr 6 ┥ | - |
| Bloom, Stuart | 0111111 | A | | | | | | AT | Ī |
| Cooper, Sheldon | 0222222 | A | [| | | | | AT | Π |
| Fowler, Amy F. | 0333333 | N | ſ | | | | | NS | |
| Hofstadter, Leonard | 0444444 | N | | | | | | AT | |
| Koothrappali, Raj | 0555555 | A | ſ | | | | | NS | |
| Penny, Penny | 0666666 | N | | | | | | AT | |
| Rostenkows ki-Wolowitz, Bernadette | 0777777 | N | | | | | | AT | J |
| Wheaton, Wil | 0888888 | N | | | | | | AT | |
| Winkle, Leslie | 0999999 | N | - | | | | | AT |]]] |
| Wolowitz, Howard | 0101010 | А | | | | | | AT | |

9. When you have finished entering the attendance information for each student in the course, click **"Submit."**

| marker ? | Koothrappali; Raj | 0555555 | A | | | | | NS | |
|----------|--|---------|---|---|------|-------------------|-------|----------------|-----------|
| | Penny, Penny | 0666666 | N | | | | | AT | |
| | Rostenkows ki-Wolowitz, Bernadette | 0777777 | N | | | | | AT | |
| | Wheaton, Wil | 0888888 | N | | | | | AT | |
| | Winkle, Leslie | 0999999 | N | | | | | AT | |
| | Wolowitz, Howard | 0101010 | А | | | | | AT | |
| | | | | | | ->[| SUBM | IT | |
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Office of Online Learning -

Looking for more computer tutorials? Please visit: <u>www.indianhills.edu/tutorials</u>.

For further assistance on this topic or other technical issues, please contact the **IT Help Desk Phone:** (641) 683-5333 | **Email:** <u>helpdesk@indianhills.edu</u> | **Web:** <u>www.indianhills.edu/helpdesk</u>